

United States Department of Agriculture
 Office of the Chief Financial Officer
 National Finance Center
 New Orleans, LA 70129

National Finance Center Use Only

Confirmation: _____

Amount Charged: \$ _____

Accounting Code: _____

COURSE REGISTRATION

Return this form via fax at least **15 business days** prior to the start of the course. The instructor will provide the student with a confirmation once payment information is received.

STUDENT INFORMATION

STUDENT NAME		AGENCY CODE	AGENCY NAME
STUDENT OFFICE NUMBER		OFFICE FAX NUMBER	
STUDENT EMAIL ADDRESS (Required)			
AGENCY POINT OF CONTACT (POC) (Required)	POC OFFICE PHONE #	POC EMAIL ADDRESS	

COURSE INFORMATION

TRAINING LOCATION (City and State) USDA- Client Service Office 14th & Independence SW, Room 1623 Washington, DC 20250	
COURSE NUMBER	COURSE NAME
COURSE START DATE/Time	COURSE END DATE

PAYMENT INFORMATION - Training courses may be charged to an agency's credit card or by SF182

CREDIT CARD ACCOUNT NUMBER		EXPIRATION DATE
CARDHOLDER NAME	CARDHOLDER PHONE	CARDHOLDER FAX NUMBER
BILLING STREET ADDRESS		
CITY	STATE	ZIP
CARDHOLDER EMAIL ADDRESS (Required)		
AUTHORIZED CARDHOLDER SIGNATURE		

CANCELLATION POLICY

SCHEDULED TRAINING COURSES

An agency may cancel a student from a scheduled session up to one week before the start of the course. If we receive a cancellation less than 5 business days prior to the start of the course, the agency will be billed for that student. The agency can make student substitutions at its own discretion.

AGENCY REQUESTED COURSES

Cost will be based upon the total number of students enrolled in the session; the credit card may be charged 1 week prior to the start of the session. The agency can make student substitutions at its own discretion.